

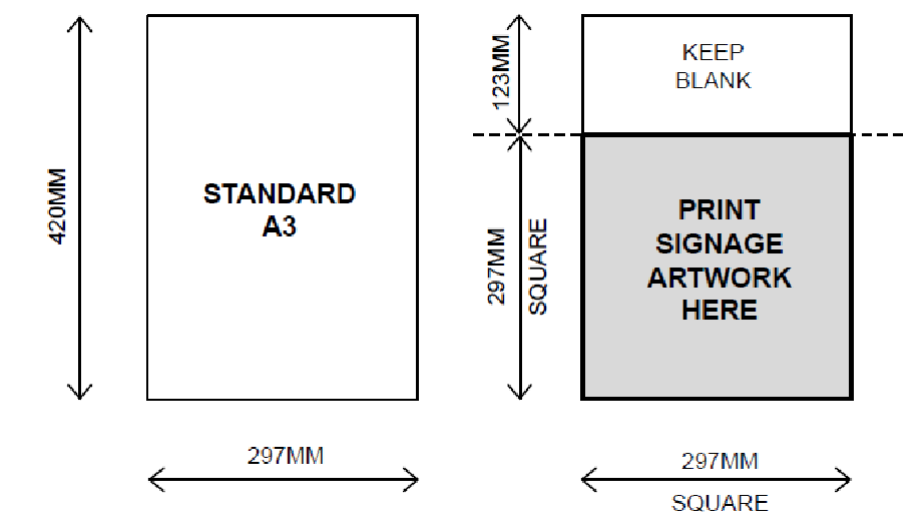
## COMMUNITY BOOKING REQUEST GUIDELINES

Thank you for your enquiry to host a community display at Karrinyup Shopping Centre.

Please find attached the Community Site Enquiry Form, please complete and return via email. Once this date is approved, we will send through the Short-Term Agreement for completion and signature.

### ***Please note some important points about your application;***

- Only fully completed applications will be reviewed.
- Please ensure all criteria are met in the checklist below prior to submitting your application.
- Lotteries and raffles are not permitted to be run from the Community Site.
- Bookings are available for a maximum of 3 consecutive days (including Sundays).
- All new requests will be reviewed on a monthly basis.
- All approved applicants will be notified in writing via email.
- Any cancellations must be given in writing at least 3 days prior to booking
- No pull up banners to be used
- A4 or A5 clear display stands are acceptable
- No posters/signage to be stuck to front of kiosk (A3 signage display has now been provided for you – see below diagram to show creative sizing)



### **Community Site Criteria Checklist – please review and tick before submitting your request:**

- A WA Charitable Collections Licence Certificate must be provided if collecting donations from customers.
- A Certificate of Currency evidencing Public Liability Insurance of \$20 million. The certificate must show insurance coverage as “Anywhere in Australia”.
- Notice of Endorsement for Community group Tax Concessions from the Australian Taxation Office
- A3 double sided company signage must be provided
- Centre Trading Hours
  - Monday 09.00am - 5.30pm
  - Tuesday 09.00am - 5.30pm
  - Wednesday 09.00am - 5.30pm
  - Thursday 09.00am - 5.30pm
  - Friday 09.00am - 9:00pm
  - Saturday 09.00am - 5.00pm
  - Sunday 11.00am - 5.00pm

***Please note that this form does not constitute a confirmation or approval of your booking request.***

# Community Site Enquiry Form

In order to confirm your booking, please complete this form and return to Reception on

[Christine.lane@gpt.com.au](mailto:Christine.lane@gpt.com.au)

Contact Person:

Company Name:

Trading / Organisation Name:

ABN Number:

Address:

Contact Phone Number:

Contact Email:

Proposed booking date:

Date from

Date to:

Date from

Date to:

Date from

Date to:

Organisation type::

- Arts / Culture / Heritage
- Community Service / Health / Welfare
- Education
- Animal Welfare
- Human Rights Social Justice
- Emergency Services
- Conservation / Environment
- Sports / Recreation
- Other – please specify

Activity Type

- Raising Funds
- Raising Awareness of your cause
- Selling products / merchandise
- Promoting / volunteering / membership
- Other – please specify

## Insurance:

As per the Casual License guidelines, public liability insurance for a minimum of \$20 million is compulsory. Please attach a copy of you Certificate of Currency to this application.

Return To: [karrinyupmarketing@gpt.com.au](mailto:karrinyupmarketing@gpt.com.au)

## Important:

I have been provided with and read the Karrinyup Booking guidelines and agree to abide to the conditions therein. I also understand that Centre Management reserves the right to refuse or cancel any display/promotion within Karrinyup at any time and under any circumstances.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_